

**United States District Court
Eastern District of New York
Office of the Clerk
Vacancy Announcement**

Date: August 23, 2007

Announcement #: 07-12

Position: Case Processing Clerk/Generalist

Location: Brooklyn Courthouse - 225 Cadman Plaza East

Salary: Level CL 22/1 - 24/61 (\$31,616 - \$56,927)
Pay is based on prior qualifications, salary and experience

Closing Date: September 07, 2007



Position Summary:

The U.S. District Court are looking for candidates for the position of Case Processing Clerk. The incumbent provides clerical support to the Clerk's Office.

Duties and Responsibilities:

- Ensures outgoing mail and packages are shipped by the proper method adhering to shipping limitations, and weight requirements.
- Sorts, routes and delivers mail and periodicals to all judges and magistrate judges chambers.
- Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Retrieves files and makes copies of records for court personnel, attorneys, and others.
- Operates a variety of copy and records equipment.
- Scans, converts and makes summary entries of documents and proceedings on the electronic case management system. This includes, but not limited to: pleadings, petitions, motions, complaints, orders, etc.
- Ensures that all automated entries are accurately filed, recorded, and appropriately linked for proper case management.
- Prepares and informs parties about notices, judgements and orders. Forwards documents such as motions, etc. to the attention of chambers staff.
- If needed, collects and delivers official court documents and other materials to and from the Brooklyn and Central Islip Courthouses, the U.S. Ct. Of Appeals in Manhattan, and other related court locations.
- Performs other duties as assigned.

Eligibility Requirements:

College degree preferred. To qualify for a CL 22, high school diploma or equivalent and 1 year of general clerical experience, CL 23, 1 year of specialized experience. Specialized experience includes progressively responsible clerical work requiring and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Applicant should have excellent written, organizational and communicational

skills. Excellent computer skills with a minimal data entry speed of 45 wpm. Valid driver's license required.

Applicant Information:

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant due to the filling of the original vacancy, the Court may elect to select a candidate from the applicant pool who responded to the original announcement without posting the position.

The court reserves the right to conduct interviews prior to the closing date for receipt of applications.

If selected to a position, you will be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The successful candidate will be subject to a criminal fingerprint background check.

The United States District Court offers a benefits package to permanent employees which includes:

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| ■ 10 Paid Federal Holidays | ■ Paid Sick Leave |
| ■ 13 Days Paid Vacation (per year for the first three years) | ■ Thrift Savings Plan (401k style) |
| ■ 20 Days Paid Vacation (after three years) | ■ Life Insurance (optional) |
| ■ 26 Days Paid Vacation (after fifteen years) | ■ Long-Term Care Insurance (optional) |
| ■ Participation in Federal Employees Retirement System | ■ Credit Union Participation |
| ■ Flexible Benefits Program (optional) | ■ Long-Term Disability Plan (optional) |
| ■ Medical, Dental & Vision Coverage (optional) | |

Interested applicants should submit a cover letter and resume specifying their qualifications with a current resume to:

**U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
Attention: Jeffery Howell, Human Resources Manager**

The U.S. District Court is an Equal Opportunity Employer.